

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD01-20

Date: June 25, 2002  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: APPLICATIONS FOR RAPID RESPONSE FUNDING **(INACTIVE)**

### EXECUTIVE SUMMARY:

#### Purpose:

This directive facilitates a localized, decentralized process for delivery of Rapid Response (RR) activities.

#### Scope:

This directive provides guidance for applying for State funding to meet the necessary and reasonable costs of delivering required and (if requested) allowable RR activities in all of California's Local Workforce Investment Areas (LWIA) during the 2002-03 Program Year (PY).

#### Effective Date:

This directive is effective upon release.

### REFERENCES:

- Workforce Investment Act (WIA) Sections 101(38), 133(a)(2) and 134(a)(2)(A)(i)
- Title 20 Code of Federal Regulations (20 CFR), Part 652 et al. Workforce Investment Act; Final Rules, Sections 665.300 through 665.330.
- *California's Strategic Five-Year Plan*, Section IV.B.13

### STATE-IMPOSED REQUIREMENTS:

Other than for federal citations and rules, this directive consists entirely of State-imposed requirements.

### FILING INSTRUCTIONS:

This directive supersedes Directive WIAD01-9 dated October 2, 2001, and finalizes Draft Directive WIADD-36, issued for comment on May 16, 2002. Retain this directive until further notice.

## **BACKGROUND:**

The WIA defines RR activities as a State responsibility. It does, however, also permit states to designate another entity to carry out these responsibilities. Pursuant to this authorization, California uses a decentralized RR strategy. The State delegates its RR responsibilities, and awards its RR funding, to local entities throughout the State to defray their costs of providing the RR services that are needed to appropriately respond to all dislocation events within each LWIA.

## **POLICY AND PROCEDURES:**

### **General Provisions:**

All local Chief Elected Officials (CEO) that have WIA responsibility in California are invited to work in conjunction with their respective Local Workforce Investment Boards (LWIB), One-Stop operators, and One-Stop partners, as appropriate, to prepare and submit zero-based applications for funding to meet the anticipated RR needs in their LWIAs during PY 2002-2003 (i.e., from July 1, 2002, through June 30, 2003). Such "comprehensive service" applications will be accepted from either local WIA grant recipients, or local WIA grant sub-recipients/fiscal agents [as defined in WIA Section 117(d)(3)(B)(i)(II)], or LWIA administrators who have been authorized by their CEOs/governing boards to act in their behalf in respect to WIA matters.

"Comprehensive service" applications must justify the total RR funding needed in the LWIA to defray the costs of all the RR services which WIA requires to be delivered, and any of the allowable RR activities which the application demonstrates to be needed in the LWIA during PY 2002.

Applications will also be accepted from other entities (or their authorized administrators). To ensure coordination and non-duplication of RR services, such "other entity" applicants must demonstrate (in cover letters) that their application has been prepared in coordination with the local CEO(s) and LWIB(s) and their proposed RR activities are essential to meet the otherwise unmet RR needs of special populations. "Other entity" applicants must also demonstrate that the RR services they plan to provide will be coordinated with, and will not duplicate or conflict with, RR services provided by local WIA grant recipients or local WIA grant sub-recipients/fiscal agents in all the LWIAs where the "other entity" applicants propose to provide RR services.

Applications must be "zero-based." They must specify, justify, and quantify, and fully budget all the funding needed for, all the RR activities and related purchases proposed for PY 2002-03, including any that were proposed and approved for PY 2001-02 but needed to be postponed to PY 2002-03.

Funding decisions will be based on the strength of the justifications and demonstration of local RR needs provided in each application. If the amount of funding being requested exceeds 150 percent of the RR expenditures reported by the requesting entity during the first three quarters of PY 2001-02, a brief, cogent explanation of the factors that necessitate the increase must be provided in section VI of the application. This information will be taken into account to determine whether the State should award

the amount requested, or some lesser amount, or to award funds on an incremental basis.

While it is entirely at the discretion of the local partners, the State encourages LWIAs to work together, to the extent it is practical and possible, to prepare and submit single, cooperative RR funding applications on a regional basis. Such regional applications would be particularly appropriate for contiguous LWIAs that jointly serve single labor markets. Regional applications must be submitted by the single entity that has been designated by the participating LWIAs' CEOs to receive the RR funding requested. This single entity would typically provide integrated, labor-market-wide RR services. However, the single entity may also subcontract RR functions to other local entities provided it exercises appropriate controls to promote highly coordinated delivery of RR services throughout the region.

The Employment Development Department's (EDD) Job Service Division also will receive WIA funding for RR activities in the LWIAs. This funding will be provided separately from the RR funding process described in this Directive. Therefore, the anticipated costs of EDD participation in local RR activities should *not* be included in RR funding applications submitted in response to this directive.

The State expects all entities that receive RR funds to plan, coordinate, and link their RR activities so that they are delivered seamlessly in order to comprehensively address the RR needs of employers and dislocated worker groups in each LWIA. Statements from the applicant attesting to such coordinated planning and linkages must be included in all RR funding applications.

The State further expects all entities that receive RR funds to represent the entire WIA system in their RR activities. Thus, if more than one RR grantee serves a single labor market area (broadly defined) each of them must provide information about all the LWIAs in the labor market area when making RR presentations to employers and groups of affected workers.

Since the incidence of business closures and substantial layoffs is difficult to anticipate, the RR funding requested in this application might subsequently be found to be insufficient. Therefore, recipients of RR funding may submit supplemental applications for additional funding to be expended to meet local RR needs through June 30, 2003. Another application process will be initiated in the latter part of PY 2002-03 to award RR funds for PY 2003-04.

Applications and supplemental applications approved for funding will become the approved project plans used for program monitoring and evaluation purposes. In the event the State awards less than the requested amount of RR funding, applicants will be required to submit revised funding requests that reflect the amount of awarded funding and the activities that will be conducted.

### **Documentation:**

Documentation instructions are provided in the Application Guidelines and on the preprinted Funding Application Transmittal Page, Signature Page, Narrative, Budget Summary, and Equipment Summary forms.

**ACTION:**

Submit applications (original plus one copy) by June 28, 2002, to:

Steve Saxton, Manager  
Program Section  
Workforce Investment Division  
Employment Development Department  
P.O. Box 826880, MIC 69-1  
Sacramento, CA 94280-0001

The purpose of this due date is to allow State staff to assess applications and prepare a consolidated funding recommendation for a timely funding decision by the Governor. Applicants are encouraged to submit fully executed applications by the due date. However, since this is not a competitive solicitation, faxed applications that have been fully approved at the local level but lack official signatures will be accepted, provided fully executed applications are submitted promptly thereafter.

Applications for additional funding and amendment requests may be submitted at any time, to the above address, attention the assigned Workforce Investment Division [Regional Advisor](#).

Funding decisions will be communicated to applicants in writing.

On July 1, 2002, the State will provide "bridge" funding to the LWIAs that have submitted applications. This will ensure continuity of the RR services, through the date when a LWIA's approved RR funding for PY 2002-03 is announced by the Governor. Until then, "bridge" funds may be expended for the types of RR activities which were proposed and approved in the LWIA's application for RR funds for PY 2001-02.

Once the Governor has announced the approved funding amounts for PY 2002-03, EDD will add the appropriate "net" funding to each LWIA's subgrant. "Net" funding will be calculated as the approved award less the "bridge" funds and any unspent RR funds carried in from PY 2001-02. If previous year funds plus "bridge" funds exceed the awarded funding, the State reserves the right to unilaterally de-obligate "bridge" funds or "bridge" and previous year funds.

**INQUIRIES:**

Questions about this directive or the application process should be directed to the assigned [Regional Advisor](#).

/S/BILL BURKE

Chief

Workforce Investment Division

Attachments are available on the Internet:

1. [WIA California Rapid Response Assistance Application Guidelines](#) (PDF)
2. [WIA PY 2002-03 California Rapid Response Assistance Funding Application](#) (DOC)(185k)